Viewing Your Curriculum Status

How do I access my Curriculum Status?

- Select **LEARNING** from the Main Menu on the Home Page.
- Select **CURRICULUM STATUS** from the submenu.

How do I view what training has been assigned to me as part of a curriculum?

- Select **LEARNING** from the Main Menu on the Home Page and **CURRICULUM STATUS** from the submenu.

(NOTE: You can also go directly to your Learning Plan by clicking on the ➢ **GO TO CURRICULUM STATUS** *link on the Home Page.)*

- On the Curriculum Details screen, you will see the title for each learning activity that makes up the curriculum. Clicking on the name of the learning activity will provide you with the description, assignment information, and current status.
- You can also click the ➢ next to the learning activity to see the Effective Date, the Assignment Date, and the Retraining Assignments.
- The Required By column shows the date by which the learning activity must be completed.
- If you have already completed a learning activity, the date it was completed will show in the Date Completed column.

Viewing Your Learning History

How do I access my Learning History?

- Select **LEARNING** from the Main Menu on the Home Page.
- Select **LEARNING HISTORY** from the submenu.
- The list of learning activities and curricula will appear with associated completion information.

How do I view the detail for a completed event or activity?

- Select **LEARNING** from the Main Menu on the Home Page.
- Select **LEARNING HISTORY** from the submenu.
- Click on the **TITLE** of the activity to see details about the completion.

Running Reports

How do I run a report?

- Select **REPORTS** from the Main Menu to browse available reports.
- Under Report Name, click on the name of the report you wish to run.
- Use the fields and report filters to format your report. (It is recommended that your report format be HTML or PDF if you want to print it and CSV if you are going to export information into another software application.)
- Click **RUN REPORT**.

Supervisory Functions (For Supervisors Only)

How do I view employee records?

- Select **MY EMPLOYEES** from the Main Menu on the Home Page and **SUBORDINATES** from the submenu. You will see a list of individuals who report to you.
- Choose the employee you wish to view by clicking the appropriate radio button in the Select column.
- Click **CHANGE TO SELECTED LEARNER** to view the selected employee's records.
- Click on the **RETURN TO YOUR RECORDS** link to view your records.

How do I approve or deny an employee's request for onsite training?

- Select **PERSONAL** from the Main Menu on the Home Page and **APPROVALS** from the submenu.
- Remove the checkmark from the Enter Reasons for Approvals or Denials checkbox (unless you want to enter a reason and have it e-mailed to the employee).
- Click the ➢ next to the employee's name to view the details about the request. You may also click on the title of the learning activity for details about the specific scheduled offering.
- In the Action column, select **APPROVE**, **DENY**, or **SKIP** and click **NEXT**.
- If you chose to enter comments, a Reason field will be displayed; enter comments and click **NEXT**.
- Click **CONFIRM** to complete the process.

How do I run reports for my employees?

- Select **REPORTS** from the Main Menu to browse available reports.
- Under Report Name, click on the name of the report you wish to run.
- Next to Learner, select either **SELF** (you), **DIRECT SUBORDINATES** (direct reports), **ALL SUBORDINATES** (everyone in your chain of command), or **ALL** (you and everyone in your chain of command). Complete other fields as appropriate and click **RUN REPORT**.

National Aeronautics and Space Administration

SATERN

System for Administration, Training, and Educational Resources for NASA

Quick Reference Guide

Help Desk: **1-866-419-6297**
e-mail: nasa-satern.support@nasa.gov
Login: https://satern.nasa.gov

www.nasa.gov

Accessing SATERN

How do I log into the site?

- Launch your Internet browser and go to https://satern.nasa.gov.
- Enter your **User Name** and **Password**.
- Click **LOGIN**.

What if I forget my password?

- Select **CLICK HERE**, which is located on the bottom portion of the login screen.
- Enter your User Name and click **SUBMIT.**
- If your account has been locked due to failed login attempts and you need to have your password reset, contact the SATERN Help Desk at **1-866-419-6297**.

How do I change my login password?

- Select **PERSONAL** from the Main Menu and **PROFILE** from the submenu.
- Under Employment & Account Information, scroll down to the Password field and click on the word **PASSWORD**.
- Enter your old and new passwords in the designated field and click **APPLY CHANGES**.

Browsing or Searching the Catalog

How do I search the catalog for a learning activity?

- Select **CATALOG** from the Main Menu on the Home Page and then select either **BROWSE CATALOG**, **CALENDAR OF OFFERINGS**, **SIMPLE CATALOG SEARCH**, or **ADVANCED CATALOG SEARCH** from the submenu.

Browse Catalog *(also available from the Home Page)*

- Select your subject area of interest by clicking on a topic link. The subject areas are listed in alphabetical order.

Calendar of Offerings

- Use this option to see scheduled learning activities in a calendar view.
- To change the view of the calendar, click between the **MONTH**, **DAY**, and **YEAR** links.

Simple Catalog Search

- Enter a keyword to search the Title and Description fields of the learning activity.
- Check one or more of the learning activity types—Instructor-led, Online, or Other—to refine the search and click **SEARCH**.

How do I get details about a learning activity in the catalog?

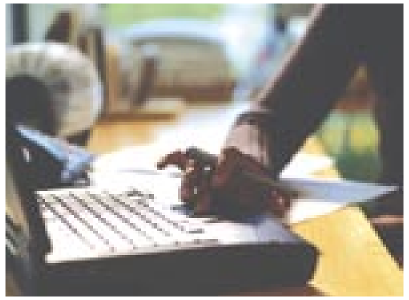
- From the Search Results screen, click on the name of the learning activity under the Title heading.

How do I show interest in a learning activity?

- Search the Catalog to locate the desired learning activity.
- From the Search Results screen, select **REQUEST SCHEDULE** in the Action column next to the title of the desired learning activity.

(NOTE: Request Schedule will only appear if it is an instructor-led course with no scheduled offering.)

- Enter a date in the Need By field.
- Enter relevant comments in the Comments field and click **REQUEST**.
- The requested learning activity will be added to your learning plan.



Working with Your Learning Plan

Your Learning Plan is a list of learning activities you have selected or been assigned to complete. It is your learning "TO DO" list.

How do I access my Learning Plan?

- Select **LEARNING** from the Main Menu on the Home Page.

*(NOTE: You can also go directly to your Learning Plan by clicking on the ➢ **GO TO LEARNING PLAN** link on the Home Page.)*

How do I add a learning activity to my Learning Plan?

- Search the Catalog to locate the desired learning activity.
- From the Search Results screen, select **ADD TO LEARNING PLAN** in the Action column. The learning activity will be added to your Learning Plan.

How do I navigate my Learning Plan?

- Click **EXPAND ALL** to view details on each learning activity.
- Click the **DROP DOWN BOX** in the Required field to view items required to be completed in the next **30**, **60**, or **90** days.

How do I register for a scheduled offering from my Learning Plan?

- Select **LEARNING** from the Main Menu. Your Learning Plan will be displayed.
- Review the Status column next to the learning activity you wish to register for. The status should indicate "Must be Registered."
- In the Action column next to the learning activity you wish to register for, click **REGISTER**.

*(NOTE: If **REGISTER** is not an option, there are no scheduled offerings available for self-registration.)*

- Under the Available Scheduled Offerings section, click **REGISTER** in the Action column to the right of the scheduled offering.
- If approval is required, a warning screen will appear; click **YES** to proceed.
- Enter any comments in the Comments field and click **CONFIRM**.
- The registration status should now read "**PENDING**."
- To view details about your registration, click **LEARNING PLAN**, then click **VIEW REGISTRATION** from the Action column.

How do I remove a learning activity from my Learning Plan?

- Select **LEARNING** from the Main Menu on the Home Page.
- If needed, use the drop down boxes for the Items and Required fields to change the view of your Learning Plan.

Working with Your Learning Plan *(continued)*

- Review the Status column next to the learning activity you wish to remove. The status should read "Must be Registered," "Available," or "In Progress."
- Click the "**X**" in the box in the Remove column.
- Click **OK** at the prompt to confirm removal.

(NOTE: You can only remove learning activities you have added to your Learning Plan. You cannot remove a learning activity that has been assigned to you or one for which you have an active registration request.)

How do I launch online content from my Learning Plan?

- Select **LEARNING** from the Main Menu on the Home Page.
- In the Learning Plan, click **LAUNCH CONTENT** in the Action column.
- The Online Content Structure screen will appear.
- In the Online Content Structure table, click on the title of the online content object. This will launch the content in a new browser.
- You may need to maximize the window to view the material.
- After completion, click **RETURN TO CONTENT STRUCTURE.**
- Click **LEARNING HISTORY** to see your status and print a it completion certificate.

Viewing Your Current Registration

How do I access my Current Registration?

- Select **LEARNING** from the Main Menu on the Home Page.
- Select **CURRENT REGISTRATIONS** from the submenu.

How do I view details for scheduled offerings I have requested or been approved to attend?

- Select **LEARNING** from the Main Menu on the Home Page.
- Select **CURRENT REGISTRATIONS** from the submenu.
- Click on the title to view details about the scheduled offerings.